

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AETC INSTRUCTION 36-2810**

**16 SEPTEMBER 2002**

**Personnel**



**AETC CHAPLAIN SERVICE AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AETC/HCX (SSgt Brad Turner)

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This instruction implements AFPD 36-28, *AETC Chaplain Service Awards Program*. It establishes Air Education and Training Command (AETC) Command Chaplain's policy, procedures, and guidelines for a program to select annually outstanding Chaplain Service personnel, volunteers, civilian employees, and teams in support of the AETC's mission. It applies to commanders with personnel performing duties listed in Table 1.1. See Attachment 1 for a glossary of references and supporting information. Attachment 2 contains an example for AF Form 1206, **Nomination for Award**. This publication applies to the Air Force Reserve Command (AFRC), but not the Air National Guard (ANG). Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**1. General.** This program is designed to enhance and expand personnel recognition programs in support of Air Force policy to officially and publicly recognize excellence and outstanding achievement. All individuals who meet the selection criteria will be considered. The Plans and Programs Division, Office of Command Chaplain (HQ AETC/HCX) is responsible for implementing and managing the annual award's program.

**2. Types of Awards:**

**2.1. Outstanding AETC Chaplain Service Personnel, Volunteer, Civilian Employee Contractor and Team Awards.** One individual or team will be selected in each category to receive the award. Chaplain sections may nominate one individual in each category and submit a nomination for team award. Categories for nomination are listed in Table 1.1.

**Table 1.1. Award Categories.**

AWARD	CATEGORY
AETC Outstanding Chaplain Assistant Airman	E1-E4
AETC Outstanding Chaplain Assistant NCO	E5-E6
AETC Outstanding Chaplain Assistant Senior NCO	E7-E8

AWARD	CATEGORY
AETC Outstanding IMA Chaplain Assistant	E1-E9
AETC Outstanding Company Grade Chaplain	Company Grade
AETC Outstanding Field Grade Chaplain	Field Grade
AETC Outstanding IMA Company Grade Chaplain	IMA Company Grade
AETC Outstanding IMA Field Grade Chaplain	IMA Field Grade
AETC Outstanding Wing Chaplain	Wing Chaplain
AETC Outstanding Chaplain Service	Volunteer
AETC Outstanding Chaplain Service Civilian Employee	Civilian Employee (GS position)
AETC Outstanding Chaplain Service Team	Small Wing/Staff
AETC Outstanding Chaplain Service Team	Medium Wing/Staff
AETC Outstanding Chaplain Service Team	Large Wing/Staff

**2.2. Nominees.** Nominees must have no pending adverse administrative actions. Personnel who were administered disciplinary punishment, judicial or non-judicial, during the past 12 months are not eligible for nomination. Wing chaplains or the equivalent will ensure that each military nominee is not currently on the Weight Management Program, meets all Air Force standards, and all nominees' performance and conduct is worthy of special recognition.

**3. Award Period.** Individuals and teams will be considered for the period of 1 January to 31 December.

#### **4. Nomination Procedures:**

4.1. The nomination package should include:

4.1.1. The wing commander's or equivalent level signature.

4.1.2. AF Form 1206, one page, front only (see Attachment 2).

4.2. Use bullet statements to describe accomplishments during the award period. Emphasize impact and results. Include comments that pertain to the nominee's adherence to Air Force core values.

4.3. Wing commanders will nominate wing chaplains.

4.4. Submit nomination packages to HQ AETC/HCX, 244 F St E, Ste 3, Randolph AFB TX 78150-4308 no later than 1 March of the following calendar year.

4.5. Negative replies are required for all applicable categories. Forward under the wing commander's signature with one of the following statements: "Negative reply. We have eligible(s) and have considered (them/him/her/unit), but choose not to submit," or "Negative reply. We have no eligible(s)."

**5. Selection Criteria.** The following information constitutes the criteria and source of the evaluation:

**5.1. Outstanding Chaplain Assistant Airman, Noncommissioned Officer (NCO), Senior NCO and IMA:**

**5.1.1. Impact on Mission.** Achievements in primary duties and impact on the chaplain, wing, command, and Air Force missions.

**5.1.2. Education and Self-Improvement.** Professional military education, on-the-job-training and off-duty education.

**5.1.3. Community Involvement.** Examples of leadership demonstrated by volunteering within the base and local communities.

**5.2. Outstanding Company Grade, Field Grade, Individual Mobilization Augmentee (IMA) Company Grade, and IMA Field Grade Chaplain:**

**5.2.1. Impact on Mission.** Achievements in primary duties and impact on the chaplain, wing, command, and Air Force missions.

**5.2.2. Professional Leadership.** Examples of leadership demonstrated within the scope of the chapel and wing missions.

**5.2.3. Community Involvement.** Examples of leadership demonstrated by volunteering within the base and local communities

**5.3. Outstanding Wing Chaplain:**

**5.3.1. Professional Leadership.** Examples of leadership demonstrated within the scope of the chapel and wing missions.

**5.3.2. Achievements in Primary Duties.** Metrics compliance and management responsibilities.

**5.4. Outstanding Chaplain Service Volunteer:**

**5.4.1. Impact on Mission.** Achievements in primary duties and impact on the chaplain, wing, command, and Air Force missions.

**5.4.2. Job Performance.** Outstanding attitude, effort and achievement in accomplishment of all assigned tasks.

**5.4.3. Community Involvement.** Examples of leadership demonstrated by volunteering within the base and local communities.

**5.5. Outstanding Chaplain Service Civilian Employee:**

**5.5.1. Impact on Mission.** Achievements in primary duties and impact they had on the chaplain, wing, command, and Air Force missions.

**5.5.2. Job Performance.** Ratings of 7 or higher on AF Form 860A, **Civilian Rating of Record.**

**5.5.3. Self-Improvement.** On-the-job training, off-duty education, and/or self-study programs.

## 5.6. Outstanding Chaplain Service Ministry Team:

**5.6.1. Impact on Mission.** Achievements in primary duties and impact they had on the chaplain, wing, command, and Air Force mission.

**5.6.2. Innovative Ministry Programs.** Creative programs started in response to identified needs.

**5.6.3. Team Achievements and Recognition.** Examples of awards, achievements and recognitions the chapel team has received during the award period.

## 6. Selection Procedures:

**6.1. Board.** The Deputy Command Chaplain will chair a five-member board that will select the winners. The board composition will include the Deputy Command Chaplain and the Command Chaplain Assistant Manager, and a field grade officer, senior NCO, and civilian employee (GS-5 or above) from other headquarter directorates and special staffs. The HQ AETC/HCX NCO in charge (NCOIC) will serve as recorder.

**6.2. Scoring Criteria.** Scoring is as follows:

### 6.2.1. Outstanding Chaplain Assistant Airman, NCO, Senior NCO and IMA:

Criteria	Points
Impact on Mission	50
Education and Self-Improvement	30
Community Involvement	20

### 6.2.2. Outstanding Company Grade, Field Grade, IMA Company Grade and IMA Field Grade Chaplain:

Criteria	Points
Impact on Mission	50
Professional Leadership	30
Community Involvement	20

### 6.2.3. Outstanding Wing Chaplain:

Criteria	Points
Professional Leadership	50
Achievements in Primary Duties	50

### 6.2.4. Outstanding Chaplain Service Volunteer:

Criteria	Points
Impact on Mission	50
Job Performance	30
Community Involvement	20

**6.2.5. Outstanding Chaplain Service Civilian Employee:**

Criteria	Points
Impact on Mission	50
Job Performance	40
Self-Improvement	10

**6.2.6. Outstanding Chaplain Service Ministry Team:**

Criteria	Points
Impact on Mission	50
Innovative Ministry Programs	30
Team Achievements and Recognitions	20

**6.3. Team Categories:****6.3.1. Chaplain Service Team – Small Wing/Staff:**

ANG Gained Units
Altus AFB OK
Columbus AFB MS
Laughlin AFB TX
Vance AFB OK
Wilford Hall Medical Center TX

**6.3.2. Chaplain Service Team – Medium Wing/Staff:**

Goodfellow AFB TX
Little Rock AFB AR
Luke AFB AZ
Randolph AFB TX
Tyndall AFB FL

**6.3.3. Chaplain Service Team – Large Wing/Staff:**

Chaplain Service Institute AL
Keesler AFB MS
Lackland AFB TX
Maxwell AFB AL
Sheppard AFB TX

**NOTE:** The 311 TRS/HC, Presidio of Monterey CA; HQ AFRS RSOCC, Air Force Recruiting Service, Chaplain Division; 336 TRG/HC, USAF Survival School, and 381TRG/HC, Vandenberg AFB CA will not compete in the team categories but will be eligible for the individual awards.

**7. Presentation:**

7.1. The AETC/CC will announce the winners by message.

7.2. The HQ AETC/HC will forward an appropriate award memento and a congratulatory letter to each winner's commander.

**8. Winners' Photo.** Provide a 5x7 professional quality photo of all winners to HQ AETC/HC within 30 days of announcement. This photo will be displayed on the awards board located at the Command Chaplain's office.

**9. Forms Adopted.** AF Form 860A, AF Form 1206.

JOHN R. BLAIR, Ch, Colonel, USAF  
Command Chaplain

***2 Attachments***

1. Glossary of References and Supporting Information
2. Sample AF Form 1206, **Nomination for Award**

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-28, *AETC Chaplain Service Awards Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**IMA**—Individual mobilization augmentee

**NCO**—noncommissioned officer

**NCOIC**—noncommissioned officer in charge

## Attachment 2

## SAMPLE AF FORM 1206, NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD AETC Chaplain Service Award	CATEGORY (If Applicable) Specific Category	AWARD PERIOD 1 Jan - 31 Dec (year)
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Wing commander or equivalent		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>FRONT OF FORM ONLY (single spaced)</p> <p>My number one chaplain on the staff! Whenever I want a job done right I go to him/her from the start. A leader among leaders! Inspires his troops to do their best with every program and every task assigned.</p> <p>Can be counted on to make the right call consistently - weighs all the issues before making a decision. One of the best volunteers in the Air Force! His/her great work with youth saved over 120 man-hours. Impeccable typist! Her honed skills enabled the chaplain section to meet every OPR/EPR suspense. Always seeking ways to improve him/herself! Enrolled in CCAF course on supervision of resources. Quality minded in every aspect! Initiated a chapel survey to gauge congregation's worship satisfaction. Local Red Cross chapter awarded him with a certificate of volunteer for helping organize fund raisers. She/he is a fair supervisor that seeks to help each individual troop and fosters teamwork amongst all. Through his leadership he molded a dynamic chaplain service team that reaches over 6,000 personnel. Knows Air Force regulations governing chaplaincy and knows how to apply them consistently and fairly.</p>		